



DEPARTMENT OF THE NAVY
COMMANDER OPERATIONAL TEST AND EVALUATION FORCE
7970 DIVEN STREET
NORFOLK, VIRGINIA 23505-1498

3980
Ser 01B/292
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Standard Operating Procedure 06-1

Subj: NEW INITIATIVE ACCEPTANCE PROCEDURE

Encl: (1) Initiative Acceptance Process
(2) New Initiative Information Package

1. PURPOSE. The purpose of this Standard Operating Procedure (SOP) is to establish the process for determination of command involvement and divisional assignment for any new initiative brought into this command. This SOP will confirm that the potential initiative is vetted through the proper channels for both situational awareness and approval.

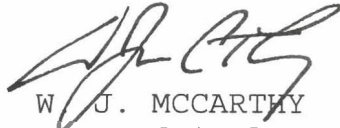
2. DEFINITIONS. For the purpose of this SOP, new initiative is defined as all new Programs of Record (POR) and non-PORs brought to the command, or those discovered by the command.

3. GUIDANCE. The new initiative acceptance procedure (enclosure (1)) begins with the first recognition that a project/proponent either desires OPTEVFOR involvement or an individual in OPTEVFOR believes the project should have OPTEVFOR involvement. In either case, the customer shall be directed to the Technical Director's (TD) staff for official consideration for COMOPTEVFOR support. The TD's staff, in discussion with the appropriate warfare division, will review the requested task/effort to determine if it is a new POR. If it is determined to be a new POR, the COMOPTEVFOR Deputy Commander will assign the program to the appropriate division. If the new initiative is not a new POR, the TD's staff, in discussion with the appropriate warfare division and the customer, will review the requested task/effort to determine if it is congruent with the mission of the command. Once the TD completes the request review procedure, he will make a recommendation to the Commander and Deputy Commander as to whether support is warranted based on the return on investment to the command, the Navy, and requesting activity. For those concepts approved, the Deputy Commander will task the appropriate division to develop an execution plan, including resource requirements (manpower, financial, etc.). The execution plan will be presented to the Deputy Commander for approval. Once approved, the division will draft an acceptance letter, to include the information in

Subj: NEW INITIATIVE ACCEPTANCE PROCEDURE

enclosure (2), and the Deputy Commander will forward the acceptance letter to the customer. If at any point it is determined that the request cannot be supported, the Deputy Commander, on behalf of COMOPTEVFOR, will forward a letter to the customer declining active involvement.

4. IMPLEMENTATION. This SOP is effective immediately.



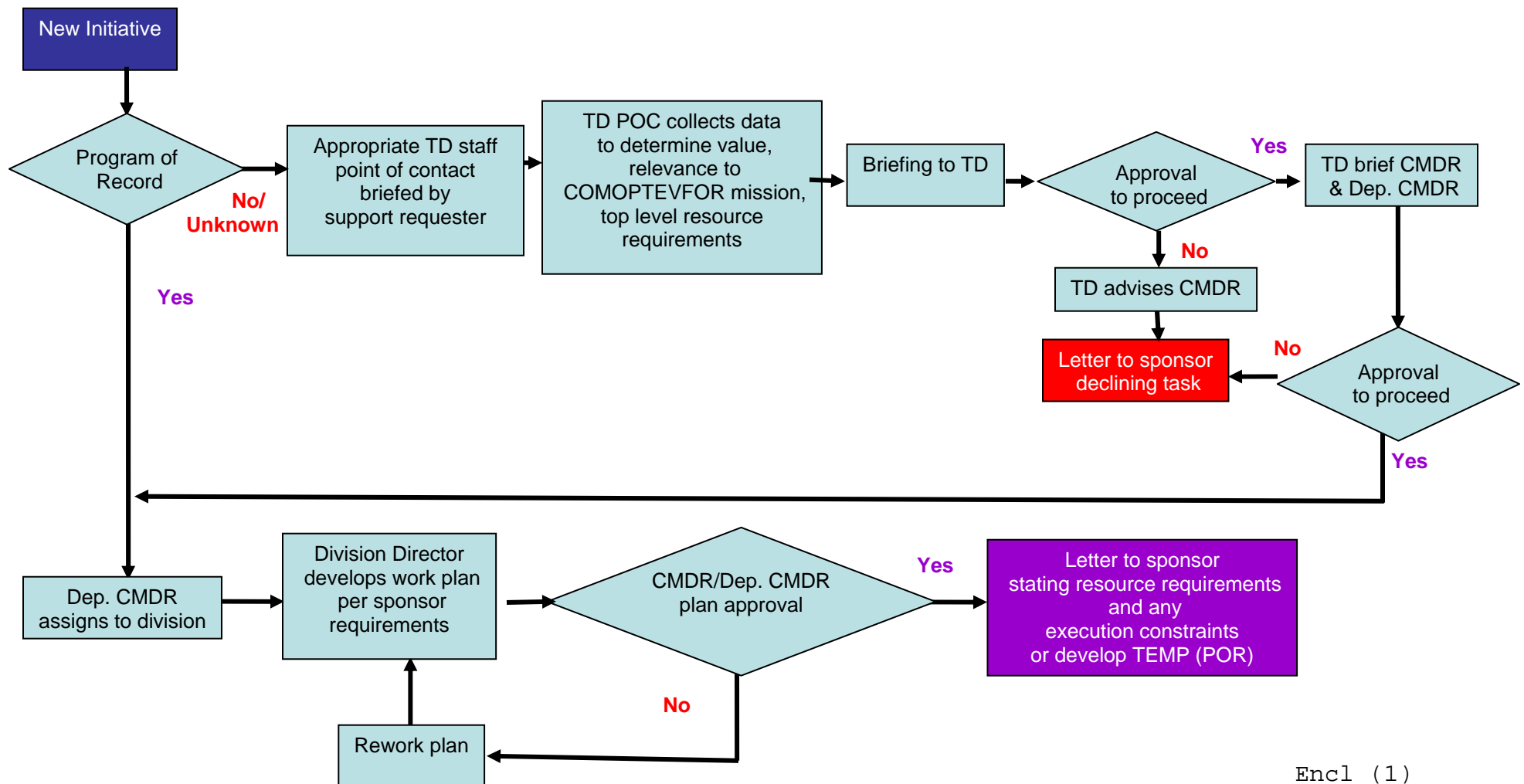
W. J. MCCARTHY
Rear Admiral, U.S. Navy

Distribution: (COMOPTEVFORINST 5216.2P)

List I

List II

Initiative Acceptance Process



New Initiative Information Package

Information Package
For
(Program Name)

Type of Initiative:

Description of the Initiative:

Initiative Sponsor:

Start Date:

End Date:

Funding Required:

Funding Source:

Funding Type:

Total Funding (FYDP):

Activity Based Spend Plan (FYDP):

Manpower Required:

Military (COMOPTEVFOR and non-COMOPTEVFOR) (number and rank/rate):

Civil Service (COMOPTEVFOR and non-COMOPTEVFOR) (number and grade):

Contractor Support (i.e., type, location, number, etc.):

Contract Type and Vehicle (firm fixed price, cost plus, indefinite delivery, indefinite quantity) etc., new, existing, and external to COMOPTEVFOR):

Contractor Cost (estimated or projected or actual man-year rate):

Facilities Required:

Direct support/benefit to COMOPTEVFOR mission/vision (include identification of specific Program(s) of Record if applicable):

Expected Return on Investment (e.g., new processes/methodologies, new/improved data collection method/capability, etc.)

Expected Products and Outcomes (e.g., expedited product delivery to Fleet, etc.)

Encl (2)

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